

## Workshop: ROC

### Entering Non-Customer Payments

#### Overview

In this packet, the student will review the following contents: Restrictive Endorsement Stamp, Agency Cash Book, Payment Batches and Adding Machine Tapes. These contents will be used within the context of this Report of Collections & Direct Journal Workshop.

#### Objectives

The Contents of our Packet Include:

- Agency Cash Book
- Payment Batches – Payment Groups 1 through 5
- Adding Machine Tapes – Payment Groups 1 through 5

Agency Cash Book



State of Indiana Form

AUDITOR OF STATE  
AOS Project/Encompass  
ENTAP

Indiana Government Center  
Old Trails Building  
Indianapolis, IN 46204  
(317) 234 - 4927

CASH BOOK  
For Agency: \_\_\_\_\_

DATE	Collection Amount	Transaction Description	Funds Received By: Agency User 1	Funds Received By: Agency User 2	Deposit ID	Deposit ID Verified By: Agency User 1

ROCC 01

## Payment Activity

Enclosed are the series of five payment batches that each student will manage through the Report of Collection. In this phase of the workshop, the student will enter in five unique deposits.

Here is an overview of the activities at hand:

Activity #	Type of Deposit	Number of Payments	Payment \$ Total	Deposit ID Created
1	Cash Deposit – Simple Deposit	1	186.00	
2	1 Check – 1 Cash Payment	1 1	2,732.01 50.00	
3	1 Deposit in Bank – 1 Payment	1	86,173.40	
4	Wire Transfer – 1 Payment, Numerous Accounting Distributions	1	1,804.59	
5	Many Checks / Limited Accounting Distribution	30	1,200.00	

### ROCT 01

Make sure to come back to this page to complete this Overview Worksheet after entering each grouping of payments.

**Payment Group #1****Fishing License Revenue****3****ROCO 01**

**Payment Group #2****Correctional Facility Revenue****4**

<b>BRANCHVILLE CORRECTIONAL FACILITY</b> REMITTANCE ACCOUNT P.O. BOX 500 TELL CITY, IN 47586		<b>OLD NATIONAL BANK</b> BICKNELL, INDIANA 47512 71-1-863	<b>1253</b>  <u>10-03-07</u>
PAY TO THE ORDER OF <u>INDIANA TREASURER OF STATE</u>		<b>\$ 2,732.01</b>	
Two thousand and seven hundred thirty two and 01/1000		DOLLARS	
MEMO Remittance Account		<i>Adam Smith</i>	

**ROCO 02**

## Payment Group #3

### Motor Fuel Tax Division

5

DATE	<b>OCT 05 2007</b>	
<b>MOTOR FUEL TAX DIVISION</b> FROM STATE OF IINDANIA		
SENT TO —	<b>NATIONAL CITY BANK</b> Indianapolis, Indiana 46255	
	<b>\$86,173.40</b> <b>TOTAL</b>	DETACH THIS COPY FOR YOUR RECORDS. RETURN REMAINING COPIES INTACT

ROCO 03

**Payment Group #4****Natural Resources****6****NATIONAL CITY**Current Day Detail Report  
**10/05/2007**

Wire Transfer From Bank

NATIONAL CITY  
Account: 00090384830740000063  
Acct 023315

USD

Date	Description	Credits	Debits	Customer Reference	Bank Reference
10/05/2007	PREAUTHORIZED ACH CREDIT MERCHANT SRVCS MRCHT DEPT DNR-CUSTOMER SERVICE C 000042500112649 NO ADDNDA	1,804.59	0.00		

Retrieval Date/Time 10/09/2007 07:11:27 AM

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**ROCC 02**

## Payment Group #5

### Teachers Credit Union

7

<p>Mary Jo Smith 1342 Lake St. Amboy, IN 46911</p> <p>OLD NATIONAL BANK AMBOY, INDIANA 46911 33-7-835</p> <p>101 09-15-07</p> <p>PAY TO THE ORDER OF <u>STATE OF INDIANA</u> \$ 15.00 Fifteen and 00/100 ----- DOLLARS</p> <p>MEMO <i>Mary Jo Smith</i></p>	<p>Joel Parker 899 County Line Rd. Amboy, IN 46911</p> <p>5/3 BANK AMBOY, INDIANA 46911 34-7-332</p> <p>104 10-03-07</p> <p>PAY TO THE ORDER OF <u>STATE OF INDIANA</u> \$ 15.00 Fifteen and 00/100 ----- DOLLARS</p> <p>MEMO <i>Joel Parker</i></p>
<p>John Schneider 3219 Regatta Ave. Albany, IN 47320</p> <p>CITI BANK ALBANY, INDIANA 47320 36-4-731</p> <p>102 09-17-07</p> <p>PAY TO THE ORDER OF <u>STATE OF INDIANA</u> \$ 15.00 Fifteen and 00/100 ----- DOLLARS</p> <p>MEMO <i>John Schneider</i></p>	<p>Andy Nadeau 1514 Highland Ave. Alamo, IN 47916</p> <p>OLD SECOND BANK ALAMO, INDIANA 47916 33-7-679</p> <p>105 10-15-07</p> <p>PAY TO THE ORDER OF <u>STATE OF INDIANA</u> \$ 15.00 Fifteen and 00/100 ----- DOLLARS</p> <p>MEMO <i>Andy Nadeau</i></p>
<p>Joe Robinson 12803 S. Linkin St. Angola, IN 46703</p> <p>HARRIS BANK ANGOLA, INDIANA 46703 76-4-850</p> <p>103 09-25-07</p> <p>PAY TO THE ORDER OF <u>STATE OF INDIANA</u> \$ 15.00 Fifteen and 00/100 ----- DOLLARS</p> <p>MEMO <i>Joe Robinson</i></p>	<p>Wendy Layman 47 E. Butterfield Rd. Monroe, IN 46772</p> <p>CHASE BANK MONROE, INDIANA 46772 45-2-647</p> <p>106 10-07-07</p> <p>PAY TO THE ORDER OF <u>STATE OF INDIANA</u> \$ 15.00 Fifteen and 00/100 ----- DOLLARS</p> <p>MEMO <i>Wendy Layman</i></p>

ROCO 04



Molly Berman 872 Midwest Ave. Maxwell, IN 46154	CHASE BANK MAXWELL, INDIANA 46154 31-1-853	107 10-16-07
PAY TO THE ORDER OF STATE OF INDIANA \$ 15.00 Fifteen and 00/100 DOLLARS		
MEMO	<i>Molly Berman</i>	

  

Katie McBride 1107 North Ave. Marion, IN 46952	CITI BANK MARION, INDIANA 46952 71-2-435	108 10-24-07
PAY TO THE ORDER OF STATE OF INDIANA \$ 15.00 Fifteen and 00/100 DOLLARS		
MEMO	<i>Katie McBride</i>	

  

Kevin Hinthorn 47 E. Butterfield Rd. Mitchell, IN 47446	HARRIS BANK MITCHELL, INDIANA 47446 45-6-837	109 10-30-07
PAY TO THE ORDER OF STATE OF INDIANA \$ 15.00 Fifteen and 00/100 DOLLARS		
MEMO	<i>Kevin Hinthorn</i>	

  

Adam Halls 1134 Midland Ave. Amboy, IN 46911	FIRST MIDWEST BANK AMBOY, INDIANA 46911 34-7-332	110 10-04-07
PAY TO THE ORDER OF STATE OF INDIANA \$ 15.00 Fifteen and 00/100 DOLLARS		
MEMO	<i>Adam Halls</i>	

ROCO 05

<p>Liz Shultz 1321 Novak St. Hartsville, IN 47244</p> <p>CHASE BANK HARTSVILLE, INDIANA 47244 23-5-279</p> <p>111 09-15-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>Liz Shultz</i></p>	<p>Steve Brummel 7320 Myer Rd. Tipton, IN 47384</p> <p>FIRST MIDWEST BANK TALBOT, INDIANA 47384 75-3-136</p> <p>117 10-15-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>Steve Brummel</i></p>
<p>John Novaski 63874 Joyce Ave. Hartsville, IN 47242</p> <p>OLD NATIONAL BANK HARTSVILLE, INDIANA 46742 23-5-279</p> <p>112 09-24-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>John Novaski</i></p>	<p>Aaron Dyer 8457 Franklin St. Troy, IN 47580</p> <p>CHASE BANK TROY, INDIANA 47580 87-3-142</p> <p>118 10-23-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>Aaron Dyer</i></p>
<p>Bill Lavent 12883 S. Larkin St. Angola, IN 46703</p> <p>S/C BANK ANGOLA, INDIANA 46703 75-4-353</p> <p>113 09-29-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>Bill Lavent</i></p>	<p>Matt Louis 3784 Walnut Rd. Tipton, IN 47381</p> <p>OLD NATIONAL BANK TIERRE HAUTE, INDIANA 47381 75-3-160</p> <p>119 10-21-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>Matt Louis</i></p>
<p>Harvey Dent 1825 Burdette St. Plymouth, IN 46553</p> <p>OLD NATIONAL BANK PLYMOUTH, INDIANA 46553 75-4-236</p> <p>114 09-15-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>Harvey Dent</i></p>	<p>Holly Mudron 3475 May St. Tipton, IN 47380</p> <p>HARRIS BANK TALCOT, INDIANA 47380 35-4-147</p> <p>120 10-24-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>Holly Mudron</i></p>
<p>Rebecca Kerner 3480 W. Asher Ave. Patoka, IN 47465</p> <p>HARRIS BANK PATOKA, INDIANA 47465 37-3-362</p> <p>115 09-24-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>Rebecca Kerner</i></p>	
<p>JoelWyn Wold 2784 Walnut Rd. Patoka, IN 47462</p> <p>OLD SECOND BANK PRIDLE, INDIANA 46782 75-3-360</p> <p>116 09-29-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 35.00 Thirty Five and 00/100 DOLLARS</p> <p>MEMO <i>JoelWyn Wold</i></p>	

ROCO 06

<p>Krista Garcia 4800 Park St. Knox, IN 46334</p> <p>OLD NATIONAL BANK KNOX, INDIANA 46334 45-4557</p> <p>121 10-17-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>Krista Garcia</i></p>	<p>Steve Myer 72617 Oxford St. Candy, IN 46113</p> <p>CHASE BANK CANDY, INDIANA 46113 25-5-970</p> <p>127 09-18-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>Steve Myer</i></p>
<p>Colleen Vogt 3481 Adams Ave. Knox, IN 46334</p> <p>FIRST MIDWEST BANK KNOX, INDIANA 46334 30-4-836</p> <p>122 10-13-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>Colleen Vogt</i></p>	<p>Joel Voss 33827 N. Lily Cade Ave. Clay City, IN 47341</p> <p>HARRIS BANK CLAY CITY, INDIANA 47341 73-4-145</p> <p>128 09-30-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>Joel Voss</i></p>
<p>John Nelson 47512 Cement Ave. Kempston, IN 46309</p> <p>S3 BANK KEMPSTON, INDIANA 46309 74-2-374</p> <p>123 10-09-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>John Nelson</i></p>	<p>Amanda Haith 85732 Highland Ave. Coal City, IN 45827</p> <p>OLD NATIONAL BANK COAL CITY, INDIANA 47427 74-2-434</p> <p>129 09-24-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>Amanda Haith</i></p>
<p>Mike Elliot 3814 Church St. Hoschton, IN 47124</p> <p>HARRIS BANK HOSCHTON, INDIANA 47124 21-4-048</p> <p>124 09-15-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>Mike Elliot</i></p>	<p>Maron Mahony 2372 Ashmun Rd. Aron, IN 46125</p> <p>FIRST MIDWEST BANK ARON, INDIANA 46123 33-4-147</p> <p>130 10-15-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>Maron Mahony</i></p>
<p>Lauren Powell 23781 W. Elmcrest Ave. Redkey, IN 47375</p> <p>CTI BANK REDKEY, INDIANA 47373 73-3-124</p> <p>125 09-16-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>Lauren Powell</i></p>	
<p>Nick Adams 2730 Bay St. Richland, IN 47134</p> <p>FIRST NATIONAL BANK RICHLAND, INDIANA 47134 73-3-433</p> <p>126 09-18-07</p> <p>PAY TO THE ORDER OF STATE OF INDIANA \$ 70.00 Seventy and 00/100 DOLLARS</p> <p>MEMO MONEY ORDER <i>Nick Adams</i></p>	

ROCO 07

## Adding Machine Tapes

11

Adding Machine Tape # 1	
Doc	
1	100
2	50
3	20
4	10
5	5
6	1
Total	186
Count	1

**ROCO 08**

**Adding Machine Tapes (continued)**

Adding Machine Tape # 2		
Doc		
1		2732.01
2		50.00
3	.	
4	.	
5	.	
6	.	
Total		2782.01
Count		1

**ROCO 09**

**Adding Machine Tapes (continued)****13**

Adding Machine Tape # 3		
Doc		
1		86173.40
2	.	
3	.	
4	.	
5	.	
6	.	
Total		86173.40
Count		1

**ROCO 10**

**Adding Machine Tapes (continued)****14**

Adding Machine Tape # 4		
Doc		
1		1804.59
2	.	
3	.	
4	.	
5	.	
6	.	
Total		1804.59
Count		1

**ROCO 11**

**Adding Machine Tapes (continued)****15**

Adding Machine Tape # 5	
Doc	
1	15.00
2	15.00
3	15.00
4	15.00
5	15.00
6	15.00
7	15.00
8	15.00
9	15.00
10	15.00
11	35.00
12	35.00
13	35.00
14	35.00
15	35.00
16	35.00
17	35.00
18	35.00
19	35.00
20	35.00
21	70.00
22	70.00
23	70.00
24	70.00
25	70.00
26	70.00
27	70.00
28	70.00
29	70.00
30	70.00
Total	1200.00
Count	30

**ROCO 12**